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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Special Staff, Logistics Office

DATE: 3 September 1953

FROM : Acting Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

Logistics Office Notice No. 20-520-1 was issued 24 August 1953. This Notice requested Division and Staff Chiefs to advise their supervisors and employees to notify the Administrative Staff, through channels and as far in advance as possible, of any personnel actions which are expected to require the recruitment of a replacement.

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Proposed Regulation [REDACTED] Transportation of Privately Owned Automobiles is being submitted this date to the Regulations Control Staff for final collaboration and publications. This Regulation prescribes policy relative to the shipment and storage of privately-owned automobiles.

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[REDACTED]

b. Budget - Fiscal Year 1955 (completed item)c. Allotment of Funds for FY-54 (new and completed item)

Request for quarterly allotment of funds for FY-54 are being prepared and will be submitted to the Comptroller prior to 9 September 1953.

d. Overtime (new and completed item)

A Logistics Office Instruction has been prepared regarding the restrictive use of overtime under the new budgetary allocations, and the Acting DD/A will be informed that every effort is being made to hold the use of overtime in this Office to an absolute minimum.

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Security Information

2. PROJECTS AND STUDIES IN PROGRESS

a. Logistics Support Course (continued item) —

A memorandum announcing the establishment of the Logistics Support Course and attaching tentative course outlines has been prepared for concurrence of the Director of Training and Chief of Administration, DD/P. The Logistics Office will be prepared to begin the headquarters phase of this program by September 15.

b. Human Resources Training Program (continued item) —

The 4th Human Resources Training Program has been completed. A 5th course is scheduled to begin on September 9th.

3. OTHER ITEMS OF INTEREST

a. Personal Needs (continued item)

Vacancy and In-Process Totals for Logistics Office

<u>Office of Chief</u>	<u>In Process</u>	<u>Vacancies</u>
GS-7 and above	5	1
GS-6 and below	4	0
Total	9	1

Coordination & Requirements Staff

GS-7 and above	4	3
GS-6 and below	5	2
Total	9	5

Procurement Division

GS-7 and above	4	7
GS-6 and below	2	0
Total	6	7

Supply Division

GS-7 and above	8	9
GS-6 and below	26	7
Total	34	16

Transportation Division

GS-7 and above	6	1
GS-6 and below	8	2
Total	14	3

Real Estate and Construction Division

GS-7 and above	3	3
GS-6 and below	3	3
Total	6	6

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b. Personnel Report (new item)

The personnel reports for August have been completed and

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The daily strength reports show that attrition has kept our on duty count within the [redacted] ceiling. During the month it has increased from [redacted]

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Reports of the leave balances for Logistics Office personnel and the amounts of leave which must be taken by 2 January 1954 or forfeited have been received from Payroll and distributed to the Divisions and Staffs.

Reassignments for overseas duty of four Logistics Office employees have become effective during the week. This makes a total of six such reassignments since 1 August.

Personnel Officer is negotiating with representatives of Classification and Wage Division and Security Division to have five Unvouchedered positions converted to Vouchered funds in accordance with recent request from Comptroller.

Classification and Wage Division representatives are working with C&R Staff to prepare position descriptions and qualification requirements for that Staff.

Six new employees have entered on duty in Logistics Office this week.

c. Basic Intelligence Course (SUP) (continued item) →

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[redacted] made the Logistics presentation at the Admin. Support Course on August 28th. The next presentation is scheduled for Friday, September 18, 1953.

Eleven Logistics Office personnel are scheduled to attend the Admin. Support Course beginning on September 8.

d. Mail Distribution (completed item)

e. Vital Material Program (continued item)

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No change

f. Evacuation Plan (new item)

Mr. [redacted] has been appointed Evacuation Officer and Building Warden for Quarters Eye. A city wide Air Raid and Fire Drill will be held on approximately 6 October, and revised Evacuation Plans will be issued prior to that date.

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5. MAJOR OBJECTIVES

a. Career Service Program (continued item)

No change

b. Logistics Office Training Program (continued item)

Four individual indoctrination programs have been in progress during the past week. Two participants were from FE division, one from EE, and one from C&R Staff Logistics Office.

The Logistics Office Training Officer is in the process of reviewing all phases of the Administrative Support Course relating to Logistics activities in order to determine the most appropriate type of presentation to be made in future courses.

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